

~~SECRET~~

25 OCT 1960

MEMORANDUM FOR: Assistant Director, National Estimates

SUBJECT: Instruction in Modern Language--English

1. Thank you for your suggestion concerning training in basic English. I have had your memorandum duplicated and copies sent to each instructor in our Operations School--both staff and covert training--and to [REDACTED] our orientation and briefing officer. It will serve as a timely reminder.

25X1A

2. I am happy to be able to tell you that, while we do not have a separate course on the problem of effective communication in English, we do hit at the problem in several of our present courses in conference techniques, instructor training, effective speaking, effective writing, and so on. And as you have guessed, we emphasize communication in our course in agent handling, agent training, and reporting; in covert action courses; and in "overseas effectiveness" instruction.

[REDACTED]
MATTHEW BAIRD
Director of Training

25X1A

Distribution:

Orig. & 1 - Addressee
1 - DTR
2 - PPS

Document No. 028

NO CHANGE in Class. ☐

☒ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 03 FEB 1978

By: 024

~~SECRET~~